

<b>Job Title:</b>	SENIOR ENGINEER/Plans Examiner	<b>Salary:</b>	\$67,425-\$84,282
<b>Grade</b>	Grade 58	<b>FLSA:</b>	Exempt

## Job Description

*The City of Maricopa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Management's Vision is "To Be the Premier Provider of Municipal Services in the United States Of America."

### Job Description

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of the city.

### Job Summary

Under general direction of the City Engineer, performs and oversees professional civil engineering work related to plan review, survey review and engineering project management as necessary. Assignments may include ongoing project management and successful performance of the work requires an extensive professional background as well as skills in coordinating work with other city departments, contractors, regulatory bodies and other public agencies. Duties may include, but are not limited to, the following:

- Reviews, directs the review of private development plans, reports, and plats (including geotechnical reports, traffic impact analysis and survey documents) submitted by developers, landowners and engineers for adequacy of application and conformance to City planning, engineering and transportation guidelines and ordinances.
- Identify defects or inadequacies; prepare plan check correction reports and require that corrections be made to meet the requirements of pertinent City codes.
- Classify and log new projects for plan check and create plan check reports. Prepare paperwork needed to process and issue permits.
- Confers with and provides information to property owners, contractors, developers, engineers, architects and the general public regarding conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluates alternatives.
- Prepares engineering documents, including agreements, maps, legal descriptions, resolutions and ordinances.
- Serves as project manager on projects, including defining project scope, selecting consultants, negotiating contracts, amendments and change orders, preparing and monitoring project schedules; monitoring, reviewing and coordinating project design and construction; evaluating contractor's requests for extra work; enforcing terms of the contract, processing payments and change orders; coordinating projects with businesses,

utilities and other city departments; conducting field and construction site inspections, and resolving contract disputes.

- Prepares a variety of written materials, including staff reports, engineering reports and grant applications for engineering projects; may conduct studies and confer with the public regarding traffic and transportation issues.
- Attends meetings and promotes department and or City activities and objectives; maintains liaison with other regulatory and public and private entities; fosters collaborative relationships to the mutual benefit of the City and these organizations.
- Performs other duties of a similar nature or level.

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted at the discretion of city management.

## **Minimum Qualifications**

### **Education and Experience:**

Equivalent to graduation from a four-year college or university with major coursework in an Engineering curriculum or field related to the area of assignment and five years of professional engineering experience which must have included two years of project management or supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

### **Licenses:**

Registration in the State of Arizona as a Professional Engineer with proficiency in civil engineering, or demonstrate the ability to become registered within one year of appointment. Registration as a Land Surveyor (RLS) is a plus. Must possess and maintain a valid Arizona driver's license and a satisfactory driving record.

### **Physical Requirements and Working Conditions:**

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within the City and away from the City and to inspect various work, building or construction sites; strength to lift and carry materials and equipment up to 25 pounds, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and/or radio.

## **Knowledge, Skills, and Abilities:**

### **Knowledge of: (at entry)**

- Engineering design theories and principles
- Principles and practices of management and supervision
- Construction theories and principles
- Surveying theories and principles
- Principles of program and project development, management and evaluation
- Applicable laws, regulations, codes, policies and engineering standard practices

- Computer applications related to the work, including basic GIS and AutoCad concepts and applications
- Techniques for effectively representing the City in contacts with government agencies, community groups, various business, professional and regulatory organizations, and with property owners, developers, contractors and the public.

**Skill in: (at entry)**

- Monitoring and managing program area activities, goals and objectives, evaluating effectiveness
- Developing and reviewing engineering plans and designs for municipal public works projects
- Developing and administering contracts for professional services and construction in a public agency setting
- Effectively representing the department and the City in meeting with governmental agencies, community groups and various business, professional and regulatory organizations, and in meetings with individuals
- Managing multiple tasks, often with competing deadlines
- Preparing and reviewing budgets and cost estimates
- Writing technical reports and reviewing plans, specifications, estimates and engineering calculations
- Training staff and directing their work on a project or day-to-day basis
- Communicating effectively with officials, co-workers, subordinates, the general public, representatives of public and private organizations and others sufficient to exchange or convey information and to receive work direction

**Performance Aptitudes**

Physical Ability: Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds and less). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

**Benefits**

- Full time positions (minimum 40 hours per week) accrue 88 hours of vacation leave per year for the first 3 years of service; accruals increase with years of service.
- Full time positions (minimum 40 hours per week) accrue 96 hours of sick leave per year.
- Full time positions (minimum 40 hours per week) and authorized part time positions (minimum 30 hours per week) accrue 10 paid holidays and one floating holiday per year. Holidays include President's Day, Martin Luther King Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Independence Day, Memorial Day, Labor Day, and Veteran's Day.
- Positions with a minimum of 40 hours per week are eligible for medical, dental, and vision benefits.
- Paid employee life insurance, AD&D, short and long-term disability benefits for full time positions (minimum 40 hours per week).
- Retirement Benefits for full time positions (minimum 40 hours per week).
- Tuition reimbursement for full time positions (approval required).

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

### **Application Procedure**

Please submit the following By E-mail only to [hr@cityofmaricopa.net](mailto:hr@cityofmaricopa.net)

- (1) Resume detailing work and school history for the past seven (7) years.
- (2) Cover Letter,
- (3) Three (3) Work Related References
- (4) Salary History

Please e-mail only the above information i.e., your resume, cover letter and references to the above address, no follow-up e-mails please.

We will send you a response via e-mail to let you know your resume, cover letter, and references have been received. We'll contact you if you're selected for an interview.